

**Paper Reference 31761H**

**Pearson BTEC Level 3**

**Nationals Certificate, Extended**

**Certificate, Foundation Diploma, Diploma,**

**Extended Diploma**

**INFORMATION TECHNOLOGY**

**UNIT 2: CREATING SYSTEMS TO**

**MANAGE INFORMATION (PART A)**

**Thursday 16 January 2020 – Afternoon**

**Time: 3 hours (plus your additional time  
allowance)**

**INSTRUCTIONS TO INVIGILATORS**

**X64261A**

## **INSTRUCTIONS TO INVIGILATORS**

**This paper must be read in conjunction with the unit information in the specification and the BTEC NATIONALS INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document.**

**See Pearson website for details.**

**Refer carefully to the instructions in this task booklet and the BTEC NATIONALS INSTRUCTIONS FOR CONDUCTING EXTERNAL ASSESSMENTS (ICEA) document to ensure that the assessment is supervised correctly.**

**The 3 – hour **Part A** set task must be carried out under examination conditions.**

**Electronic templates for Activities 2, 3 and 4 are available on the website for centres to download for candidate use.**

**Learners must complete this task on a computer using the templates provided and appropriate software. All work must be saved as PDF documents for submission.**

**Turn over**

**Invigilators may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.**

**Invigilators should note that they are responsible for maintaining security and for reporting issues to Pearson.**

---

## **MAINTAINING SECURITY**

- **Learners must not bring anything into the examination environment or take anything out.**
- **Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the examination environment.**
- **Internet access is NOT permitted.**
- **Learner's work must be regularly backed up.**  
**Learners should save their work to their folder using the naming instructions indicated in each activity.**
- **During any permitted break, and at the end of the examination, materials must be kept securely, and no items removed from the supervised environment.**
- **Learners can only access their work under supervision.**
- **User areas must only be accessible during the examination session and only by the individual learners.**
- **Any materials being used by learners must be collected in at the end of the examination.**

**continued on the next page . . .**

**Turn over**

- Following completion of **Part A** of the set task, all materials must be retained securely for submission to Pearson.
  - **Part B** materials must not be accessed during the completion of **Part A**.
-

## **OUTCOMES FOR SUBMISSION**

**Each learner must create a folder to submit their work.**

**The folder should be named according to the following naming convention:**

**[Centre #]\_[Registration number #]\_[surname]\_[first letter of first name]\_PartA**

**Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled**

**12345\_F180542\_Smith\_J\_PartA**

**Each learner will need to submit 6 PDF documents and their final database within their folder.**

**The 6 PDF documents should use these file names:**

**ACTIVITY 1:**

**activity1\_[Registration number #]\_[surname]\_[first letter of first name]**

**ACTIVITY 2:**

**activity2\_[Registration number #]\_[surname]\_[first letter of first name]**

**Turn over**

**ACTIVITY 3:**

**activity3\_[Registration number #]\_[surname]\_[first letter of first name]**

**ACTIVITY 3d:**

**activity3d\_[Registration number #]\_[surname]\_[first letter of first name]**

**ACTIVITY 4:**

**activity4\_[Registration number #]\_[surname]\_[first letter of first name]**

**ACTIVITY 5:**

**activity5\_[Registration number #]\_[surname]\_[first letter of first name]**

**An authentication sheet must be completed by each learner and submitted with the final outcomes.**

**The work should be submitted no later than 21 January 2020.**

---